

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



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**AIR FORCE DISTRICT OF WASHINGTON  
Supplement**

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***Flying Operations***

**AIRCREW TRAINING**

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This instruction implements AFD 10-2, *Readiness*, AFD 11-2, *Aircraft Rules and Procedures*, and AFD 11-4, *Aviation Service*. It establishes the USAF aircrew training program that supports Air Force objectives and is applicable to all units assigned to or gained by major commands (MAJCOM) and HQ USAF direct reporting units (DRU) and applies to commanders, operations supervisors, and aircrews assigned or attached to all flying activities of these MAJCOMs and DRUs. This publication applies to the Air Force Reserve (AFRC) and the Air National Guard (ANG). MAJCOMs, DRUs and field operating agencies (FOA) may supplement this instruction. MAJCOMs, DRUs and FOAs will coordinate their supplement to this instruction with HQ USAF/A3O-AT before publication and forward one copy to HQ USAF/A3O-AT after publication. AFI 11-2 Mission Design Series (MDS)-Specific, Volume 1 instructions will contain specific training requirements unique to individual aircraft and crew positions. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through training channels, to HQ USAF/A3O-AT, 1480 Air Force Pentagon, Washington, DC 20330-1480.

The Privacy Act of 1974 affects this instruction. The Privacy Act System of Records Notice F011 AF XO A, Aviation Resource Management System (ARMS), covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-294 (Aviation Career Incentive Act of 1974), 93-570 (Appropriations Act for 1974), and Executive Order 9397. The authorities to collect and or maintain the records prescribed in this publication are 37 U.S.C. 301a, *Incentive pay*; Pub.L. 92-204, *Appropriations Act for 1973*, Section 715; Pub.L. 93-570, *Appropriations Act for 1974*; Pub.L. 93-294, *Aviation Career Incentive Act of 1974*; DoD Instruction 7730.57, *Aviation Career Incentive Act and Required Annual Report*; Air Force Instruction 11-401, *Aviation Management*; Air Force Instruction 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*; Air Force Instruction 11-421, *Aviation Resource Management*; and E.O. 9397 (SSN).

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

**(AFDWSUP)** AFI 11-202, Volume 1, Aircrew Training, 22 November 2010 is supplemented as follows: This supplement establishes the Air Force District of Washington's (AFDW) aircrew training program. This supplement does not apply to Air National Guard (ANG) or Air Reserve Command (ARC) units. AFDW A3/5/9, 1500 West Perimeter Road, Suite 5370, must approve any supplement to this publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See Attachment 1 for glossary of references and supporting information. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

## **SUMMARY OF CHANGES**

Provides guidance for updating supplements when the AFI is changed or revised (paragraph 1), clarifies waiver authority (paragraph 1.2), updates responsibilities (paragraph 1.3) and revises office symbols and terminology as necessary, revises requalification training guidance (paragraph 2.2), updates conversion and difference training guidance (paragraphs 2.3 and 2.4) and adds transition training guidance (paragraph 2.5), establishes documentation procedures for individuals who fail to meet continuation training requirements (paragraph 3.6.1), adds requirements for X-prefix fliers (paragraph 3.12), revises ancillary training guidance (paragraph 6), prescribes AF Form 1381, *USAF Certification of Air Crew Training* (paragraph 9.1), and updates HCM/SCM Report guidance (**Attachment 3**).

**(AFDWSUP)** This is a new supplement and must be reviewed in its entirety.

	1.	General. ....	3
	1.	(AFDWSUP) General. ....	4
	2.	Qualification Training. ....	8
	3.	Continuation Training (CT). ....	13
Table	1.	Flight Surgeon Sortie Requirements (See Notes). ....	19
Table	2.	Requirements for X-Prefix Fliers (See Note). ....	20
	4.	Upgrade Training. ....	20
	5.	Aircrew Training System (ATS). ....	20
	6.	Ancillary Training. ....	21
	7.	Standard Training Event identifiers. ....	21
	8.	Hours-per-Crewmember-per-Month/Sorties-per-Crewmember-per-Month Report. .....	22
	9.	Forms. ....	22
<b>ATTACHMENT 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>			<b>23</b>
<b>Attachment 2—STANDARD TRAINING EVENT IDENTIFIERS</b>			<b>28</b>
<b>ATTACHMENT 3—HOURS-PER-CREWMEMBER-PER-MONTH (HCM) / SORTIES- PER-CREWMEMBER-PER-MONTH (SCM) REPORT</b>			<b>33</b>

**1. General.** This instruction prescribes basic policy and guidance for training United States Air Force aircrews according to AFPD 11-2, *Aircraft Rules and Procedures* (AFPD 11-2 establishes the publications architecture). Undergraduate and Graduate aircrew production is tasked in the Programmed Flying Training (PFT) document. Undergraduate and Introduction to Fighter Fundamentals (IFF) training is conducted according to HQ AETC syllabi. Unique, customized, and/or specialized training programs are defined in AFI 11-2MDS Vol 1 instructions. IAW AFI 33-360, *Publications and Forms Management*, when this publication is revised (either by an interim change (IC) or a rewrite), implementing instructions (such as supplements) must be rewritten, updated using an IC, or, if applicable, certified as current, within 180 days.

**1. (AFDWSUP)General.** For purposes of this instruction, HQ AFDW/A3 will execute MAJCOM authorities and functions for AFDW units.

**1.1. Program Goals.** The USAF Aircrew Training Program (ATP) ensures all aircrew members obtain and maintain the certification/qualification and proficiency needed to effectively perform their unit's mission. The objective of the ATP is to develop and maintain a high state of mission readiness for immediate and effective employment across the range of military operations. Justify dedicated flying hours on the basis of accomplishing peacetime missions while maintaining wartime readiness. Structure each training mission to achieve optimum training experience.

**1.2. Waiver Authority.**

1.2.1. Unless otherwise specified, HQ USAF/A3O-A is the waiver authority for the provisions of this instruction. **EXCEPTION:** MAJCOM/A3 is the waiver authority for individual aircrew requirements, but may not approve blanket or group (two or more aircrew) waivers.

1.2.2. Request waivers through applicable channels to MAJCOM/A3,(or equivalent). As applicable, MAJCOM/A3s will forward requests to HQ USAF/A3O-A, with an info copy to HQ USAF/A3O-AT.

1.2.3. Waiver authority for supplemental guidance will be as specified in the supplement and approved through higher level coordination authority.

**1.3. Responsibilities:**

**1.3.1. HQ USAF/A3O-A:**

1.3.1.1. Sets policy and guides the conduct and execution of the aircrew training program.

1.3.1.2. Delegates office of primary responsibility (OPR) for this instruction to HQ USAF/A3O-AT.

1.3.1.3. Monitors and reviews MAJCOM programs to ensure MAJCOM policies, guidance and instruction supplements are adequate.

1.3.1.4. Through HQ USAF/A3O-AT, hosts biennial, or as required, training conferences to assist in maintaining appropriate commonality in lead command training programs.

1.3.1.5. Through HQ USAF/A3O-AT, formulates Flying Training Concept of Operations (CONOPS) IAW AFI 11-412, *Aircrew Management*. Annually releases Undergraduate and Graduate Program Guidance Letters (PGLs) capturing approved training requirements across the Future Years Defense Program (FYDP).

1.3.1.6. Through HQ USAF/A3O-AT, hosts annual PFT conferences in coordination with lead training commands. Identifies Formal Training Unit (FTU) shortfalls to HQ USAF/A3/5 and AF corporate structure.

**1.3.2. Lead MAJCOM.** See AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*; see also AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*. Lead MAJCOMs will accomplish the following:

1.3.2.1. Develop and manage, in coordination with user commands, the appropriate AFI 11-2MDS Vol 1, to establish aircrew ground and flying training requirements, regardless of mission designation and command of assignment. See AFPD 11-2 and AFI 33-360.

1.3.2.2. Host an MDS-specific training conference biennially or more frequently, if required.

1.3.2.2.1. The training conference will review all training programs for currency, applicability, compliance, and effectiveness, and address issues in AFI 11-2 MDS Vol 1 as appropriate.

1.3.2.2.2. Attendees should include training representatives from user commands, formal schools, Numbered Air Force (NAF) training and stan/eval offices (if applicable), selected unit representatives, and Aircrew Training System (ATS) contractors.

1.3.2.3. Determine total force training requirements across the FYDP. Forward requirements annually to HQ USAF/A3O-AT, via the PRD, for validation and inclusion in the Undergraduate and Graduate PGLs.

1.3.2.4. Develop MDS-specific Night Vision Goggle (NVG) training programs that emphasize sound night operations using NVGs.

1.3.2.4.1. Address common NVG hazards, weapons-specific NVG capabilities, and the limitations involved in NVG-aided operations.

1.3.2.4.2. The Night Operations Center of Excellence will develop and update initial and refresher courseware and provide courseware to MAJCOM operational training divisions for distribution to units.

1.3.2.4.3. All initial NVG ground training will be conducted by AFRL/AETC/AATTC/MAJCOM FTU certified instructors or WIC graduates. In addition, AF-approved courseware will be the standard for initial aircrew ground training academics.

1.3.2.4.3.1. Initial ground training academics will include, but are not limited to: eye physiology, illumination, night vision device components, NVG adjustment and assessment procedures, misperceptions and illusions, environmental factors and night operations mission planning.

1.3.2.4.3.2. Initial flight training events will include, but are not limited to: confidence and defensive maneuvers, basic/tactical formation positions, aircraft preparation, goggle/de-goggle procedures, aircraft lighting demo, active instrument crosscheck, illumination levels, departure/arrival procedures, malfunction procedures, controlled flight into terrain (CFIT) avoidance, relevant crew/interflight communications, terminology, and roles/responsibilities.

1.3.2.4.4. Once NVG certified, all aviators will receive NVG academic refresher training (as prescribed by MAJCOM but not to exceed one AEF cycle, or not to exceed 24 months when an AEF cycle does not apply) from an NVG-certified instructor. Instructors are encouraged to use all subject matter experts at their disposal, to include flight surgeons, aerospace physiologists, and Aircrew Flight Equipment (AFE) technicians. Topics will include NVG mishaps, MDS-specific tactical issues, and any other relevant NVG discussion items.

1.3.2.4.5. Recurring NVG training will be taught separately from the Instrument Refresher Course (IRC) and will not be credited toward any part of IRC training. If the MAJCOM elects to use the IRC forum for NVG training, additional time must be allocated to fulfill NVG requirements.

**1.3.3. Training Command.** The training command is the command tasked with providing formal training and will accomplish the following:

1.3.3.1. **PFT Conferences.** In coordination with HQ USAF/A3O-AT, training commands will conduct annual PFT conferences.

1.3.3.1.1. The purpose of the PFT conference is to capture inputs from Air Staff, AFPC, lead and user MAJCOMs, and other users in the allocation of training quotas.

1.3.3.1.2. The conference goal is to publish a consolidated PFT pamphlet that fulfills maximum total force training requirements within programmed capacity.

1.3.3.2. Maintain quota allocation and management responsibilities.

1.3.3.3. Approve formal school courses and syllabi in coordination with lead commands and program managers.

1.3.3.3.1. Courses and syllabi will be developed to support Mission Essential Tasks (METs).

1.3.3.3.2. Receive from other commands proposals for amending existing course prerequisites and syllabi or deleting obsolete courses. The training command will process the approved changes in coordination with the Air Force Education and Training Course Announcement (ETCA) OPR. Access the ETCA web site at <https://etca.randolph.af.mil>.

1.3.3.4. Develop, update, and maintain courseware and training syllabi. Perform task and media analysis associated with aircrew qualification training per AFI 36-2201, Volume 1, *Training Development, Delivery, and Evaluation*; AFI 36-2251, *Management of Air Force Training Systems*; and AFMAN 36-2234, *Instructional System Development*; and function as the approving authority for these courses (coordinate with the lead command if different than the training command).

1.3.3.5. Host Formal Course Reviews (FCRs) biennially or more frequently, as required.

1.3.3.5.1. The FCR will review formal training programs and syllabi for currency, applicability, compliance and effectiveness.

1.3.3.5.2. Attendees should include program managers from lead commands, training representatives from user commands, curriculum developers, formal schools, NAF training and standardization offices (if applicable), selected unit representatives, and ATS contractors.

1.3.3.6. Progress Review (PR). Outline procedures for a PR to be accomplished when a student fails to progress according to syllabus requirements.

1.3.3.6.1. The PR may recommend continuation in training or action IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, e.g., a Flying Evaluation Board (FEB).

1.3.3.6.2. If the recommendation is to continue training, then the PR will determine the extent of additional training.

1.3.4. **All MAJCOMs.** All MAJCOMs will accomplish the following:

1.3.4.1. Establish an aircrew training office responsible for the overall management of the command's aircrew training program. (Air National Guard (ANG) is considered a MAJCOM for purposes of this instruction.)

1.3.4.2. Justify dedicated flying hours on the basis of accomplishing peacetime missions and/or maintaining wartime readiness, and structure each training mission to achieve optimum training.

1.3.4.3. Develop theater indoctrination training and ensure aircrews are trained for specific theater flight operations. As a minimum, this training will include:

1.3.4.3. (AFDWSUP) Theater Indoctrination training development and aircrew training is delegated to 11 OG.

1.3.4.3.1. A thorough review of theater unique instrument requirements and procedures.

1.3.4.3.2. The use of non-DoD instrument approach procedures.

1.3.4.3.3. Required instrumentation for specific approaches.

1.3.4.3.4. Theater weather conditions and annual weather trends.

1.3.4.3.5. Local area procedures and host nation agreements.

1.3.4.4. Notify training command headquarters and training units prior to recalling a student from a formal school course.

1.3.4.4.1. Students will not be recalled to prevent initiation of any actions associated with unsatisfactory performance.

1.3.4.4.2. Recalling a student may be done only for reasons other than performance, i.e., emergencies, unforeseen delays in training, etc.

1.3.4.4.2.1. ANG units will request approval from NGB/A3O if there is a need to recall a student. NGB/A3O will notify training command headquarters and the unit prior to recall.

1.3.4.4.2.1.1. Disposition of an ANG student (return at a later date, secondary method, etc.) will be determined as soon as reasonable and preferably prior to student departing formal course training.

1.3.4.4.2.1.2. Determination will be made among home unit, flying training unit and NGB/A3O. All recalls for ANG undergraduate flying training (UFT) students will be IAW AETCI 36-2205 and will not be initiated due to performance deficiencies.

1.3.4.5. Ensure formal school post-graduate evaluations are accomplished. If the aircrew member completed training through an AETC formal undergraduate or graduate flying training program, the primary instructor or gaining supervisor, as appropriate, will complete the aircrew graduate evaluation survey found in the Aircrew Graduate Evaluation Program (AGEP) on the AF portal. The instructor or supervisor will complete the survey at the specified point in the training syllabus or when notified the survey is required.

1.3.4.6. Send proposals for amending existing formal school course prerequisites and syllabi or deleting obsolete courses to the training command for approval.

**2. Qualification Training.** This section specifies minimum training requirements for initial qualification training, requalification, conversion/difference qualification, multiple qualification, senior officer qualification, and mission qualification training.

**2.1. Initial Qualification Training (IQT).** Training needed to qualify for basic aircrew duties in an assigned crew position for a specific aircraft, without regard for the unit's operational mission.

**2.1.1. General Requirements.** All personnel maintaining flying status will meet the requirements listed in the sub-paragraphs below. Unless specified in applicable AFI 11-2 MDS Vol 1, the primary method of IQT is to attend and complete the appropriate formal training course listed in the ETCA. Completing the appropriate formal course satisfies all IQT requirements. When attendance is not practical or quotas are not available, units will request waivers as specified in the applicable AFI 11-2MDS Vol 1, to conduct in-unit IQT, using formal school courseware (see also paragraph 2.1.4). **Note:** Before performing flying duties in USAF fixed-wing aircraft, helicopter-only qualified pilots must meet the eligibility criteria for and complete USAF Undergraduate Pilot Training (UPT) or Fixed-Wing Qualification (FWQ) training. Waiver authority is HQ AETC/A3. See also AFI 11-402.

2.1.1.1. Aircrew members entered into in-unit IQT leading to qualification or requalification will be dedicated to that program; i.e., give training requirements priority over non-training related duties. **EXCEPTION:** Supervisory personnel may continue their normal duties as time permits.

2.1.1.2. Training time limitations for IQT completion are contained in applicable AFI 11-2MDS Vol 1. In-unit IQT will begin no later than 45 days (90 days for the Air



Reserve Components [ARC]) after reporting to a new duty station or unit, unless waived by the MAJCOM aircrew training function.

**2.1.1.3. Physical Examinations.** Complete flight physical examinations IAW AFI 48-123, *Medical Examinations and Standards*, and AFI 44-170, *Preventive Health Assessment*. Aircrew members who fail to successfully complete a flight physical may not perform inflight duties until they successfully complete the examination. For further action to be taken on personnel who fail to complete a required flight physical examination when due, see AFI 11-402.

**2.1.1.4. Physiological Training.** Complete physiological training IAW AFI 11-403, *Aerospace Physiological Training Program*.

2.1.1.4.1. Requirements are waived for personnel assigned to inactive flying status codes (FSC) J, K and L (except individuals selected for indoctrination flying, FSC T), and for personnel performing remotely piloted aircraft (RPA) ground control station aircrew duties (FSC V and Z). Requalification is completed IAW AFI 11-403.

2.1.1.4.2. Personnel who perform flying duty in other than their rated specialty (for example, airborne command post duty) must maintain currency in physiological training.

2.1.1.4.3. Personnel who are delinquent in physiological training will not be scheduled for flight duty.

**2.1.1.5. Survival, Evasion, Resistance, and Escape (SERE) Training.** Complete training IAW AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*. For action to be taken on personnel who fail to meet training standards while enrolled in a USAF survival school, see AFI 11-402. **Note:** SERE training is not required for cadet aircrew.

**2.1.2. IQT Prerequisites.** Before entering qualification training, each aircrew member must comply with the appropriate formal course training prerequisites prescribed in the applicable syllabus. Due to quota allocations, scheduling limitations and fiscal constraints, SERE training (Ex. S-V-80/90) for ANG students is desired but not required for entry into IQT. Water survival training requirement is prescribed in the MDS-specific formal course syllabus. All ANG members will comply with training requirements in AFI 16-1301 and receive training prior to their first operational assignment.

**2.1.3. Ground Training Requirements.** (For in-unit IQT, commanders will obtain and use the current formal school courseware, if available.)

2.1.3.1. Accomplish academic training requirements as directed in the applicable syllabus.

2.1.3.2. For written examinations, comply with AFI 11-202 Vol 2, *Aircrew Standardization/Evaluation Program*, and the applicable AFI 11-2MDS Vol 2.

2.1.3.3. Accomplish emergency parachute training, local area survival, AFE, egress, and ejection seat training (as applicable) before the first flight IAW AFI 11-2MDS Vol 1, AFI 11-301 Vol 1, *Aircrew Flight Equipment Program*, and AFI 16-1301. (N/A for RPA aircrew.)

2.1.3.4. Aircrew chemical defense ensemble (ACDE) training (to include ACDE egress training and emergency parachute training with ACDE) must be completed prior to the first ACDE flight.

2.1.3.5. Accomplish combat survival training (CST), conduct after capture training, and water survival training IAW AFI 16-1301. See also AFI 11-2MDS Vol 1, AFI 11-2MDS Vol 1 Ready Aircrew Program (RAP) tasking memorandum, and/or MAJCOM Supplements, as applicable.

2.1.3.6. Applicable ground training (i.e., simulators, aircraft systems, etc.) accomplished at the formal school establishes due dates for subsequent continuation training. If completion dates are unknown, use the evaluation completion date on the formal school generated AF Form 8, *Certificate of Aircrew Qualification*, or AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*.

**2.1.4. In-Unit IQT Requirements.** Approved in-unit training must be accomplished IAW applicable formal school courseware and the following guidance:

2.1.4.1. Flying training lessons should be completed in order; however, if mission scheduling or student progress dictates otherwise, the unit commander or designated training supervisor may change the order.

2.1.4.2. Training syllabi will establish a maximum time lapse between training missions. Failure to accomplish training as scheduled will require documentation and corrective action.

2.1.4.3. With operations group commander (OG/CC) (or equivalent) approval, IQT requirements may be completed during operational missions under the supervision of an instructor of like specialty. Comply with restrictions in appropriate AFI 11-2 MDS Vol 1, MAJCOM directives, and applicable operation order (OPORD).

**2.2. Requalification Training.** An aircrew member is unqualified upon expiration of his or her qualification evaluation, loss of currency exceeding 6 months (for currency items specified in applicable AFI 11-2MDS Vol 1, IAW paragraph 3.4.3.2), or completion of a qualification evaluation in a different MDS (unless multiple qualification has been approved prior to the evaluation), whichever occurs first. The duration of unqualified time is from the date the aircrew member became unqualified until the specific retraining start date. For aircrew members who are not authorized multiple qualification and who complete a qualification evaluation in a different MDS, members must complete requalification training as specified below to regain qualification in the original MDS. For all aircrew members except flight surgeons, requalification requirements are as follows: (MAJCOMS may provide more restrictive guidance and may adjust requirements as necessary to allow for aircrew member experience level and similarity of aircraft types. Provide specific guidance in command supplements or AFI 11-2 MDS Vol 1.) (Terms TX-1, TX-2 and TX-3 identify formal courses required, from longest to shortest course.) (As noted below, completing the ETCA formal school flying training course is the desired standard. When attendance is not practical or quotas are not available, units will request waivers as specified in the applicable AFI 11-2MDS Vol 1, to conduct in-unit IQT, using formal school courseware.)

**2.2.1. Unqualified up to 39 months at the end of a non-flying assignment, or up to 51 months at the end of any active flying assignment.** Complete training in all

delinquent items (as applicable), additional training as directed by the squadron commander, and a requalification evaluation IAW AFI 11-202 Vol 2 and AFI 11-2MDS Vol 2. An ETCA formal school flying training course (TX-3) satisfies this requalification requirement, if specified in the applicable AFI 11-2MDS Vol 1.

**2.2.2. Unqualified 39 or more months at the end of a non-flying assignment, or 51 or more months at the end of any active flying assignment, up to 8 Years.** Complete the appropriate ETCA formal school flying training course (TX-2) and a flight evaluation IAW AFI 11-202 Vol 2 and AFI 11-2MDS Vol 2.

**2.2.3. Unqualified in MDS Over 8 Years.** Complete the appropriate ETCA formal school flying training (TX-1) and a flight evaluation IAW AFI 11-202 Vol 2 and AFI 11-2MDS Vol 2.

**2.2.4. Instructor Requalification.** IAW AFI 11-202 Vol 2, and AFI 11-2 MDS Vols 1 and 2.

### 2.3. Conversion Qualification Training.

2.3.1. Conversion training is normally associated with a unit conversion to another MDS. Conversion training requires completion of a formal school qualification course. For unit conversions, when formal school courses are not available, MAJCOMs will develop and coordinate with the training command, in-unit training plans that maximize use of highly experienced personnel as the initial cadre. See also AFI 11-202 Vol 2 for instructor qualification and flight examiner certification guidance.

2.3.2. Submit requests for conversion qualification training IAW the applicable AFI 11-2MDS Vol 1.

### 2.4. Difference Training.

2.4.1. Difference training is required for qualification in a different series aircraft in the same MDS. When MAJCOMs determine the differences between series are great enough, the training required is a formal TX course.

2.4.2. Difference qualification training requirements will be established in AFI 11-2 MDS Vol 1.

**2.5. Transition Training.** MAJCOMs may prescribe shortened versions of qualification training for aircrew members cross-flowing from another military aircraft to allow credit for acquired aviation proficiency. Requirements will be established in AFI 11-2 MDS Vol 1.

**2.6. Multiple Qualification.** MAJCOMs may authorize qualification in more than one MDS aircraft for crewmembers only when such action is directed by command mission requirements and is economically justifiable. This authority cannot be delegated below the MAJCOM level, except HQ AFMC, which may further delegate, but not lower than wing commander.

2.6.1. Unless required for unit mission accomplishment, commanders must not permit aircrew members qualified in primary mission aircraft to maintain qualification in support aircraft.

2.6.2. General officers will only maintain qualification in a single MDS. Difference qualification in variants of the same MDS is authorized, but is not permitted when qualification involves formal conversion training, IAW AFI MDS Vol 2.

2.6.2.1. Approval authority for general officer multiple qualification is AF/CC.

2.6.3. Multiple qualification does not apply to aircrew members selected for reassignment to another MDS who attend training prior to PCS. Flying squadron commanders will review reassignment training and validate requirement for additional qualification prior to aircrew member flights in original aircraft. Additional qualification authorization under this exception terminates when the aircrew member signs out from the losing organization.

**2.7. Senior Officer Qualification and Performance Requirements.** Senior officers (colonel selects and above) whose position requires operational flying will complete the appropriate formal training course unless already qualified. Aircraft qualification will include instrument qualification and an AF Form 8/8a flight evaluation. A senior officer course that does not result in an AF Form 8/8a flight evaluation will not permit unsupervised flying. In addition, senior officers will comply with paragraph 3.1.4 of this instruction. **Note:** All senior officers must complete a formal training course qualification program that results in an AF Form 8/8a flight evaluation prior to flying an aircraft with passengers on board. Exceptions to this policy must be approved by HQ USAF/A3/5 (colonels and colonel selects); exceptions for general officers must be approved by AF/CC.

2.7.1. General officers in commander billets approved for operational flying may fly without an instructor in their primary assigned aircraft if they are current and qualified and maintain Mission Ready (MR)/Combat Mission Ready (CMR), or Basic Mission Capable (BMC) status IAW the applicable AFI 11-2MDS Vol 1.

2.7.2. All other general officers and general officer commanders maintaining Basic Aircraft Qualification (BAQ) status or less, must fly with an instructor.

2.7.3. When approved for operational flying, general officers authorized to fly single-place aircraft are limited to HQ USAF/CC, commanders, and MAJCOM/A3s. See AFI 11-401, *Aviation Management*, for specific general officer flying authorizations. If approved by AF/CC for operational flying, numbered Air Force general officer vice commanders may also fly single-place aircraft. General officers maintaining BAQ in single-place aircraft require an instructor pilot in the flight.

2.7.4. Except for HQ USAF/CC, HQ USAF/CV, MAJCOM commanders (or equivalents), and Combatant Command commanders (when filled by a USAF general officer), and when those officers are in operational flying status, general officers who are in operational flying status and who do not directly oversee Operational Support Airlift (OSA) aircraft and/or Very Important Person/Special Airlift Mission (VIP/SAM) operations should not fly OSA/VIP/SAM aircraft. MAJCOM commanders may develop further OSA/VIP/SAM guidelines as necessary.

2.7.5. As a minimum, HQ USAF/CC and HQ USAF/CV will maintain BAQ in their assigned aircraft when they maintain operational flying status. Minimum and maximum sortie rates do not apply.

2.7.6. Unless further restricted by AFI 11-2MDS Vol 1, colonels and colonel selects who comply with paragraph 2.7 may fly without an instructor in their primary assigned aircraft.

2.7.7. MAJCOMs may establish additional guidelines and flight requirements as necessary.

2.7.8. Test pilots of any rank assigned to AFMC, AFMC civilian employees who have previously graduated from a military test pilot school (or equivalent), contract personnel who work under a government contract administered by AFMC or DCMA who have previously graduated from a military test pilot school (or equivalent), and Aggressor and Thunderbird selectees (with MAJCOM concurrence), may attend senior officer qualification training courses.

2.8. **Mission Qualification Training (MQT).** The purpose of MQT is to qualify aircrew members in assigned aircrew positions to perform the command or unit mission. AFI 11-2MDS Vol 1 prescribes minimum training requirements to qualify individuals in unit missions. All crew members will complete MQT before entering special mission (e.g., Special Operations Low Level (SOLL) II, etc.) certification/qualification, unless the special mission training is specifically directed as pre-MQT in AFI 11-2MDS Vol 1, e.g., LANTIRN training.

2.8.1. For aircraft with multiple mission certifications/qualifications, document the various courses and governing instructions in each applicable AFI 11-2MDS Vol 1. Provide a brief description of training required to transition between mission sets.

2.8.2. **Upgrade/Special Mission Training.** With OG/CC (or equivalent) approval, upgrade and special certification/qualification training requirements may be completed during operational missions under the supervision of an instructor of like specialty. Comply with restrictions in appropriate AFI 11-2MDS Vol 1, MAJCOM directives, and any applicable OPORDs.

3. **Continuation Training (CT).** The CT program provides crew members with the volume, frequency, and mix of training necessary to maintain proficiency in the assigned certification/qualification level.

3.1. **Aircrew Status.** An aircrew member may be assigned Mission Ready/Combat Mission Ready, Basic Mission Capable, or Basic Aircraft Qualification status.

3.1.1. **Mission Ready (MR).** An aircrew member who has satisfactorily completed IQT and MQT, and maintains qualification and proficiency in the command or unit operational mission.

3.1.2. **Combat Mission Ready (CMR).** An aircrew member who has satisfactorily completed IQT and MQT, and maintains qualification and proficiency in the command or unit combat mission.

3.1.3. **Basic Mission Capable (BMC).** An aircrew member who has satisfactorily completed IQT and MQT, is qualified in some aspect of the unit mission, but does not maintain MR/CMR status. The aircrew member must be able to attain full qualification to meet operational taskings within 30 days, or IAW the applicable AFI 11-2MDS Vol 1.

3.1.4. **Basic Aircraft Qualification (BAQ).** An aircrew member who has satisfactorily completed IQT and is qualified to perform aircrew duties in the unit aircraft. The member must perform at the minimum frequency necessary to meet the most recent sortie and flight standards set for that weapon system in the applicable AFI 11-2MDS Vol 1.

3.1.5. **Minimum Requirements.** In addition to the above, MR/CMR, BMC, and BAQ aircrew members must have accomplished and/or maintain the following minimum requirements (*Note:* an asterisk [\*] indicates requirement is a grounding item):

3.1.5.1. \*Flight physical IAW AFI 44-170 and AFI 48-123.

3.1.5.2. \*Physiological training IAW AFI 11-403 (N/A for RPA).

3.1.5.3. \*Emergency egress training, ejection seat; or emergency egress training non-ejection seat; and emergency parachute training (as applicable) (N/A for RPA). See AFI 11-301 Vol 1, and AFI 11-2MDS Vol 1.

3.1.5.4. Aircrew qualification (AF Form 8/8a). See AFI 11-202 Vol 2 and AFI 11-2MDS Vol 2.

3.1.5.5. Cockpit/Crew Resource Management (CRM) training, IAW AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and AFI 11-2MDS Vol 1 (Flight surgeons: CRM is a one-time requirement in the primary assigned aircraft unless required to perform Aeromedical Evacuation (AE) duties. Flight surgeons required to perform AE duties will accomplish CRM refresher training IAW AFI 11-2AE Vol 1, *Aeromedical Evacuation Aircrew Training*.)

3.1.5.6. AFE equipment training, ACDE training (to include emergency egress training and parachute training with ACDE), CST, conduct after capture, and water survival training, IAW AFI 11-301, Vol 1, and AFI 16-1301.

3.1.5.7. Flight currency events, except special mission certifications/qualifications that do not affect the wartime mission.

3.1.5.8. Instrument refresher training IAW AFMAN 11-210, *Instrument Refresher Program (IRP)*. *Note:* Rated officer and CEA commanders and key supervisors who are qualified in one aircraft and who also fly in other aircraft assigned to their units IAW provisions of AFI 11-401, are not required to maintain aircrew qualification and flight currency in the additional aircraft, unless they are also authorized qualification in those aircraft (multiple qualification).

### 3.2. Responsibilities:

3.2.1. **MAJCOM.** MAJCOMs will determine unit of attachment for higher headquarters staff personnel assigned to flying positions.

3.2.2. **Squadron Commander.** The squadron commander or designated representative will ensure individuals receive training to successfully attain/maintain required certifications/qualifications, complete unit missions and maintain individual proficiency. The squadron commander will also determine the training level (MR/CMR, BMC, BAQ) of each assigned crew member, when not prescribed by MAJCOM.

3.2.2. **(AFDWSUP)** The SQ/CC will maintain a letter of qualification/certification (referred to as letter of Xs) for all squadron personnel and personnel attached to the

squadron for flying. The letter of Xs may be maintained and updated on paper or electronically. If electronic method is used, a paper backup must be maintained. The SQ/CC will review the letter of Xs monthly and certify the review by signing it. The SQ/CC may authorize updates after all required training is complete, to include ARMS updates and unit certifications (if applicable). This authority may be delegated no lower than the squadron operations officer (SQ/DO). A master copy, either electronic or paper, will be accessible at mission control and will always take precedence over any other copies. At a minimum, annotate the following information in the letter of X:

3.2.2.1. **(Added-AFDWSUP)** Instructor-qualified crewmembers.

3.2.2.2. **(Added-AFDWSUP)** Evaluator-certified crewmembers.

3.2.2.3. **(Added-AFDWSUP)** Functional check flight (FCF) certified pilots and crewmembers.

3.2.2.4. **(Added-AFDWSUP)** Mission certified pilots and crewmembers.

3.2.3. **Aircrew Members.** Each aircrew member is responsible for monitoring and completing all training requirements.

3.2.4. **(Added-AFDWSUP)** Squadron Aviation Resource Management (SARM) Office. The SARM office will ensure the unit letter of Xs matches the qualifications listed on the AF Form 4324, *Aircraft Assignment/ Aircrew Qualification Worksheet*. As a minimum, the SARM office will perform a monthly audit to ensure aircrew member's ARMS profile assignments reflect the unit letter of Xs and member's certified AF Forms 4324.

3.3. **Training Events/Profiles.** Aircrew members' CT and additional (ground) training events/profiles are maintained in ARMS. Commanders have the option of monitoring AF-wide awareness training (e.g. Resource Protection) for aircrew members in ARMS.

3.3.1. Use the following forms when documenting aircrew training in ARMS (If additional forms are needed, see AFI 33-360 for guidance): **Note:** Reports and updates to ARMS generated from AF-approved automated systems (e.g. ARMS, PEX, TIMS) may be used as source documentation for CT provided these reports contain the minimum required elements. Updates generated from an automated system must be validated by a mission review process.

3.3.1.1. Additional Training. Use AF Form 1522, *ARMS Additional Training Accomplishment Report*, to document aircrew ground training for processing into ARMS. Training events required to be taught by a certified instructor (e.g. CBRNE, small arms), as well as grounding events (e.g. ground egress training), must be documented on the AF Form 1522 and signed by an instructor.

3.3.1.1.1. AF Form 1522 may also be used to document training accomplished by a single individual when no instructor is involved (e.g. computer based training). In this case, the form may be emailed directly from the individual's official e-mail account to a unit aviation resource manager's official e-mail account.

3.3.1.1.2. Training and other non-grounding events accomplished by other agencies (e.g. fire extinguisher training) but without documentation must be documented on the AF Form 1522.

3.3.1.1.3. Events that do not require a formal course of instruction (e.g. SOF duties) may be documented on a locally developed form for processing into ARMS. Locally developed forms must contain the minimum elements found on the AF Form 1522, with the exception of instructor certification. Refer to AFI 33-360 for additional guidance.

3.3.1.1.4. Training events accomplished by other agencies and documented on another form and/or certificate may be photocopied and annotated in the lower right corner with the ARMS training event ID, date of input, signature of instructor conducting the training (for instructor led events – i.e. CATMS, aircrew flight equipment training, etc.), initials of the individual processing the ARMS transaction, date of audit, and the initials of the individual who audited the ARMS transaction.

3.3.1.1.5. For training events maintained in ARMS that are accomplished by a single individual when no instructor is involved (e.g. computer based training), provide a copy of the certificate to the unit SARM office. The SARM office will maintain a copy of the certificate as a source document.

3.3.1.1.6. Reports and updates to ARMS generated from AF-approved automated systems may be used as source documentation for continuation training provided these reports contain the minimum required elements listed in paragraph [3.3.1.1.4](#). Updates generated from an automated system must be validated by a review process.

3.3.1.2. Continuation Training. CT events will be logged in Zulu date to match the AFTO Forms 781 and the Flight Authorizations. MAJCOMs will establish specific criteria and forms for documenting CT. With MAJCOM approval, units may develop local mission accomplishment reports and/or training accomplishment reports to document CT for processing into ARMS. MAJCOMs will establish minimum elements required for locally developed forms.

3.3.1.2. **(AFDWSUP)** AFDW units may develop local mission accomplishment reports and training accomplishment reports to document CT for processing into ARMS. Locally developed reports will contain the following minimum elements:

3.3.1.2.1. **(Added-AFDWSUP)** Privacy Act. (Note: This report contains personal information protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure and disposed of according to AFI 33-332, Privacy Act Program).

3.3.1.2.2. **(Added-AFDWSUP)** Name.

3.3.1.2.3. **(Added-AFDWSUP)** Social Security number.

3.3.1.2.4. **(Added-AFDWSUP)** Date of flight (Zulu).

3.3.1.2.5. **(Added-AFDWSUP)** MDS.

3.3.1.2.6. **(Added-AFDWSUP)** Aircrew signature or initials.

3.3.1.2.7. **(Added-AFDWSUP)** Task identification (ID).

3.3.1.2.8. **(Added-AFDWSUP)** Task description.



3.3.1.2.9. **(Added-AFDWSUP)** Volume accomplished.

3.3.1.2.10. **(Added-AFDWSUP)** Date input into ARMS.

3.3.1.2.11. **(Added-AFDWSUP)** Initials of individual inputting data into ARMS database.

3.3.1.2.12. **(Added-AFDWSUP)** Date audited (against the training date update list).

3.3.1.2.13. **(Added-AFDWSUP)** Initials of individual auditing the inputs into ARMS database.

3.4. **Currency.** Currency requirements for aircrew members will be listed in AFI 11-2MDS Vol 1.

3.4.1. MAJCOMs determine similar equipment or systems for aircrew members who fly more than one mission or design aircraft.

3.4.2. MAJCOM/A3s may waive currency requirements for aircraft that are unique to an organization when accomplishment is not practical. In such cases, commanders will ensure that aircrew members are current and certified/qualified in all normal and emergency procedures before unsupervised flight.

3.4.3. **Recurrency Training.**

3.4.3.1. **Loss of Currency up to 6 Months.** An aircrew member must demonstrate proficiency with an instructor (or designated supervisor, when specified in the applicable AFI 11-2MDS Vol 1) in all delinquent items.

3.4.3.2. **Loss of Currency Exceeding 6 Months.** AFI 11-2 MDS Vol 1 will establish which currency items result in unqualified status requiring requalification according to paragraph 2.2, and which currency items do not result in unqualified status allowing recurrency to be regained according to paragraph 3.4.3.1.

3.5. **Proration of Training.** When determining training requirements, prorate an aircrew member not available for flying duties (for example, PCS, nonflying TDY, duty not including flying [DNIF] status, or emergency leave).

3.5.1. Proration does not apply to individuals who are available for 15 days or less, who will not incur training requirements.

3.5.2. For individuals available for flying duties for 16 days or more, requirements prorated are in direct proportion to the number of days of nonavailability. Do not prorate for nonavailability of 15 days or less.

3.5.3. For every 30 days of nonavailability beyond 15 days, prorate training requirements one month, but not to less than one event. Additional proration guidance may be established in AFI 11-2MDS Vol 1.

3.6. **Failure to Complete Continuation Training Requirements.**

3.6.1. Declare individuals in Status of Resources and Training System (SORTS) non-mission ready (N-MR), non-combat mission ready (N-CMR), non-basic mission capable (N-BMC), or non-basic aircraft qualified (N-BAQ) if they fail to complete periodic

ground or flying continuation training requirements defined in paragraph 3.1.5 and in AFI 11-2MDS Vol 1.

3.6.2. Individuals who fail to accomplish minimum CT requirements and subsequently lose currency must fly in supervised status when currency in the item is required for the particular flight (unless otherwise directed in the applicable AFI 11-2 MDS Vol 1). If failure to accomplish the minimum requirement results in grounding, individuals will not fly as aircrew members and will not perform aircrew duties until the requirement is accomplished.

3.6.3. Suspend aircrew members assigned to active flying positions who fail to attain and maintain aircrew qualification, when such action is within the member's control, IAW AFI 11-402.

3.6.4. Document decisions to suspend, retain or regress aircrew member status following failure of the individual to meet required standards IAW AFI 11-202 Vol 2 and/or AFI 11-2MDS Vol 1 and/or Vol 2.

**3.7. Requirements Before PCS or TDY by Members on Active Flying Status.** The following paragraphs apply to flying personnel departing PCS from their old station or departing for a non-flying TDY from their permanent station.

3.7.1. Aircrew members should complete a proportionate share of flying requirements by the end of the month preceding the date of departure.

3.7.2. Complete flight physical and physiological training requirements before departing, if the due date occurs within three months after departure date (CONUS assignments), or if the due date occurs prior to DEROS (overseas assignments). Air University graduating students may delay physiological refresher training until they arrive at their new duty location or formal flying training base, if the assigned base is a location with a physiological training facility.

**3.8. Requirements Before Removal from Active Flying.** The following paragraphs apply to flying personnel being retired, separated, placed in inactive status, or reassigned to nonflying positions. Paragraph 3.1.5 applies.

3.8.1. Training requirements apply until the last day of the fourth month prior to an individual's removal from active flying. For example, a person who retires or starts terminal leave on 1 July must complete requirements through 31 March; or, if a person is reassigned to a nonflying position on 15 November, he must complete requirements through 31 July. MAJCOMs may extend specific training requirement applicability, based on unit mission requirements, on a case-by-case basis.

3.8.2. Refresher physiological training and academic refresher courses are not required if individuals on active flying status are current, and if removal from active flying status occurs during the 4-month period after the due date.

**3.9. Requirements While in Inactive Flying Status.**

3.9.1. Personnel placed in inactive status will not complete flying and ground training requirements of this instruction and AFI 11-2MDS Vol 1.

3.9.2. Physical qualification must be maintained according to AFI 48-123 and AFI 44-170, except for flying personnel in aviation service codes (ASCs) 6J, 7J, 8J, and 9J, GJ and HJ. When inactive members in the preceding ASCs have been selected and confirmed for assignment to aircrew duties, these individuals must be in compliance with paragraph 3.1.5 before performing inflight duties. Individuals will regain their physical qualification prior to PCS/PCA to an active flying assignment.

**3.10. Aircrews Flying in Non-US Air Force Aircraft and with Non-US Air Force Units.** Air Force aircrews performing appropriate duties in non-US Air Force aircraft IAW AFI 11-401, or on duty with or attached to non-US Air Force units for flying, are only required to maintain a current flight physical and review their flight records IAW AFI 11-401. Aircrew members affected by this paragraph are not required to maintain currency in USAF physiological training, but must regain physiological qualification (when required) prior to performing aircrew duty in USAF aircraft. See also AFI 11-202 Vol 2.

**3.11. Flight Surgeon Requirements.** Flight surgeon flying requirements are according to the appropriate AFI 11-2 MDS Vol 1, but in no case are they less than those in **Table 1**. Provide assigned and attached flight surgeons every opportunity to fly in the unit's primary mission aircraft. Flight surgeons must fly at least 50 percent of their annual minimum requirements in primary unit aircraft unless assigned or attached to operational units equipped only with single place aircraft or deployed away from their primary unit for more than 90 days. Waiver authority for this paragraph is AFMSA/SG3P (send info copy to HQ USAF/A3O-AT and appropriate MAJCOM/SG office).

**Table 1. Flight Surgeon Sortie Requirements (See Notes).**

Sortie	Semi-Annual Period	Annual Sorties
Total	Minimum: 6	Minimum: 12
Night	Minimum: 1	Minimum: 2
<b>NOTES:</b> <ol style="list-style-type: none"> <li>Flight surgeons may log more than one sortie per day; however, no more than one sortie per single calendar day will be credited towards semi-annual and annual sortie requirements in <b>Table 1</b>. (Credit hours flown IAW AFI 11-401.) <b>EXCEPTION:</b> Credit ARC flight surgeons with a maximum of two sorties for separate flights performed in a single calendar day, provided the interval between flights does not exceed 60 days and a minimum of six missions are flown each six months.</li> <li>A night sortie is one on which either takeoff or landing and at least 50 percent of flight duration or one hour, whichever is less, occurs during night time, as defined in AFI 11-401.</li> <li>Flight surgeons are conditional fliers and must meet DODFMR (<i>DOD Financial Management Regulation</i>) flying requirements for entitlement to ACIP. See also AFI 11-421, <i>Aviation Resource Management</i>.</li> </ol>		

4. To maintain currency, time between flights must not be more than 60 days. Notify the MAJCOM/SG when time between flights exceeds 60 days. MAJCOMs establish procedures for flight surgeons to regain flying currency.
4. (AFDW) The Host Aviation Resource Management (HARM) office will notify AFDW/SG (79th MDW/CC) if a flight surgeon exceeds 60 calendar days between sorties. Noncurrent flight surgeons will regain currency by reviewing egress procedures and location and use of firefighting equipment prior to the next sortie. Flight surgeons flying multiple aircraft, will complete the recurrency requirements whenever the previous sortie in a specific aircraft type exceeds 60 days.
5. Squadron aviation resource managers will set up flight surgeon training profiles on an annual cycle. Reference **Attachment 2 Table A2.1** for ARMS training event identifiers.
6. Notify the MAJCOM/SG when flight surgeons fail to meet semi-annual or annual sortie requirements. MAJCOMs establish procedures to assess continued active flying authorization. Place a copy of the MAJCOM/SG notification in the member's flight training folder.
6. (AFDW) AF/SG3P has oversight on all flight surgeon API-5 authorizations. AFDW/SG will coordinate annually with AF/SG3P to assess/validate all AFDW active flying authorizations. The HARM office will notify AFDW/SG and AFDW/A3/5/9 when flight surgeons fail to meet semi-annual or annual training requirements.

3.12. **Requirements for X-Prefix Fliers.** Requirements for X-prefix fliers are according to the appropriate AFI 11-2 MDS Vol 1, but in no case are they less than those in **Table 2**

**Table 2. Requirements for X-Prefix Fliers (See Note).**

Component	Semi-Annual Sorties	Annual Sorties
Active Duty	Minimum: 18	Minimum: 36
ARC	Minimum: 9	Minimum: 18
<b>Note:</b> To maintain currency, time between flights must not be more than 30 days. MAJCOMs establish procedures for X-prefix fliers to regain flying currency.		

**4. Upgrade Training.** See applicable AFI 11-2 MDS Vol 1 for specific instructions for additional requirements.

**5. Aircrew Training System (ATS).** ATS is a system wherein a civilian contractor provides academic, simulator, and other designated aircrew training. ATS courses are listed in the applicable AFI 11-2 MDS Vol 1.

5.1. **Applicability.** Guidance applies to all aircrew members attending either formal schools using ATS courseware or ATS refresher/phase training, or units conducting secondary method training utilizing formal courseware.

5.2. **Students.** ATS students will enroll on a full-time basis to ensure their training is completed in a timely and uninterrupted manner. Students will be relieved of duties not directly related to training. **EXCEPTION:** Supervisory personnel may continue their normal duties as time permits when this training is conducted at home station.

5.3. **Course Prerequisites.** Commanders will ensure ATS students complete ATS course prerequisites as outlined in the applicable syllabus or AFI 11-2MDS Vol 1.

5.4. **Objectives.** Lesson objective descriptions, remediation procedures, specific training evaluation criteria, administration procedures and scheduling guidelines/procedures are found in the applicable course syllabus or AFI 11-2MDS Vol 1.

5.5. **Unsatisfactory Student Progress:**

5.5.1. If a student's training progress is unsatisfactory, the contractor will notify the appropriate government representative (wing training, operations officer, etc.). Following review of the student's record, the government representative will determine whether to continue or terminate training.

5.5.2. The contractor will provide written feedback to the unit commander or training office for students who display substandard performance.

5.6. **Courseware Changes.** Submit formal school courseware changes through appropriate MAJCOM channels to the training command. The training command will coordinate with the command responsible for overseeing the ATS contract, if different than the training command. Submit all other courseware changes to the MAJCOM responsible for overseeing the ATS contract.

5.7. **Source Document.** Changes to aircrew qualifications (including training profiles) that are tracked in ARMS will be documented on the AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*. Forms will be certified by the appropriate agency and provided to the Squadron Aviation Resource Management office.

**6. Ancillary Training.** Reference prescribing AFIs and the ETCA website to determine ancillary training requirements.

6.1. MAJCOM aircrew training offices will coordinate publications issues (paragraph [1.3.3.1](#)). Supported commands will provide inputs to lead commands. Lead commands will provide inputs to HQ USAF/A3O-AT. If issues cannot be readily resolved, waivers or exceptions to policy may be requested IAW paragraph [1.2](#). Comply with existing guidance in the source establishing the training requirement until the source is changed, a waiver is granted, or an exception to policy is approved. **EXCEPTION:** MAJCOMs may establish more restrictive guidance; waivers or exceptions to policy are only required when the intent is to be less restrictive than the source publication.

**7. Standard Training Event identifiers.** [Attachment 2](#) lists the training event identifiers to use for all Air Force personnel in ARMS.

**8. Hours-per-Crewmember-per-Month/Sorties-per-Crewmember-per-Month**

**Report.** MAJCOMs will submit quarterly Hours-per-Crewmember-per-Month/Sorties-per-Crewmember-per-Month (HCM/SCM) report (RCS: HAF-XO(Q)0502) to HQ USAF/A3O-AT by the 15<sup>th</sup> of the month following each calendar quarter. Submit data requirements as prescribed, but submission may be delayed to allow the submission of higher precedent reports. Continue reporting during emergency conditions, delayed precedence. Submit report electronically. Discontinue reporting during MINIMIZE. Reports are required from the following commands: ACC, AFGSC, AFRC, AFSOC, AMC, NGB, PACAF, USAFE (may be revised as directed by HQ USAF). See [Attachment 3](#) for specific procedures and examples.

**9. Forms.**

9.1. **AF Form 1381, USAF Certification of Air Crew Training.** Optional. AF Form 1381 may be used to provide a permanent source for aircrew certifications not attained through AF Form 8/8a qualification. MAJCOMs may prescribe use in supplements to this instruction.

9.2. **Forms Prescribed.** AF Form 1381, *USAF Certification of Air Crew Training*, AF Form 1522, *ARMS Additional Training Accomplishment Report*, AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*.

9.3. **Forms Adopted.** AF Form 8, *Certificate of Aircrew Qualification*, AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*, AF Form 702, *Individual Physiological Training Record*, AF Form 847, *Recommendation for Change of Publication*.

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## ATTACHMENT 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

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*Abbreviations and Acronyms*

**AATTC**—Advanced Airlift Tactics Training Center

**ACDE**—Aircrew Chemical Defense Equipment

**ACIP**—Aviation Career Incentive Pay

**AETC**—Air Education and Training Command

**AFI**—Air Force Instruction

**AFPC**—Air Force Personnel Center

**AFPD**—Air Force Policy Directive

**AFRL**—Air Force Research Laboratory

**AGEP**—Aircrew Graduate Evaluation Program

**ANG**—Air National Guard

**ARC**—Air Reserve Component

**ARMS**—Aviation Resource Management System

**ATP**—Aircrew Training Program

**ATS**—Aircrew Training System

**BAQ**—Basic Aircraft Qualification

**BMC**—Basic Mission Capable

**CC**—Commander

**CFIT**—Controlled Flight into Terrain

**CMR**—Combat Mission Ready

**CONOPS**—Concept of Operations

**CSO**—Combat Systems Officer

**CT**—Continuation Training

**DNIF**—Duty Not Involving Flying

**DoD**—Department of Defense

**ETCA**—Education and Training Course Announcement

**FCR**—Formal Course Review

**FEB**—Flying Evaluation Board

**FTU**—Formal Training Unit

**FYDP**—Future Years Defense Program

**(Added) - (AFDW) HARM**—Host Aviation Resource Management

**HQ**—Headquarters



**IFF**—Introduction to Fighter Fundamentals

**IRC**—Instrument Refresher Course

**MAJCOM**—Major Command (for purposes of this AFI, includes ANG)

**MDS**—Mission Design Series

**MET**—Mission Essential Task

**MR**—Mission Ready

**NAF**—Numbered Air Force

**N-BAQ**—Non-Basic Aircraft Qualification

**N-BMC**—Non-Basic Mission Capable

**N-CMR**—Non-Combat Mission Ready

**NMR**—Non-Mission Ready

**OPORD**—Operation Order

**OPR**—Office of Primary Responsibility

**OSA**—Operational Support Airlift

**PCS**—Permanent Change of Station

**PFT**—Programmed Flying Training

**PGL**—Program Guidance Letter

**PR**—Progress Review

**PRD**—Program Requirements Document

**RPA**—Remotely Piloted Aircraft

**(Added)(AFDW) SARM**—Squadron Aviation Resource Management -

**SORTS**—Status of Resources and Training System

**TDY**—Temporary Duty

**USAF**—United States Air Force

**USAFA**—United States Air Force Academy

**VIP/SAM**—Very Important Person/Special Airlift Mission

**WIC**—Weapons Instructor Course

### ***Terms***

**Aircrew**—The total complement of rated (pilots, navigators, combat systems officers, air battle managers, and flight surgeons), career enlisted aviators (1AXXX and 1UXXX Air Force Specialty Codes), and nonrated aircrew (K-, Q-, or X-prefixed Air Force Specialty Code) personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to accomplishment of the aircraft's mission. Includes members in initial formal training for immediate assignment to an authorized operational flying

position. Individuals must be on aeronautical orders and assigned to an authorized position according to AFI 65-503, *US Air Force Cost and Planning Factors*, or nonrated aircrew not in an aircraft's basic crew complement, but required for the mission. Aircrew members perform their principal duties inflight and their presence is required for the aircraft to accomplish its primary tasked mission. Duties must be essential to operating the aircraft or mission systems and equipment used for completing a mission, or other duties essential to the aircraft's mission.

**NOTES:**—1. US Air Force Academy (USAFA)/Air Force Reserve Officer Training Corps (AFROTC) cadets enrolled in approved USAFA flying programs are accorded aircrew status while actively participating in such programs. Cadets will be placed on aeronautical orders authorizing flying status while participating in approved USAFA flying programs and will not be added in the operational ARMS database. HARM office personnel will not assign an Aviation Service Code (ASC) and an Aviation Service Date (ASD) will not be established. Neither flying incentive pay nor flying duty credit are authorized.

**IAW AFI 11—401**, cadets who fly as part of their scheduled OPS AF training are authorized to participate in flying duties as observers, in a special training status. These training sorties are not orientation sorties, which are authorized for USAFA and AFROTC cadets not on aeronautical orders. Observer sorties may be conducted IAW all regularly-scheduled sorties and are not restricted to the local flying area. They may be flown in conjunction with student training and IP continuation training sorties, as well as IAW direct support flights, but may not be flown on functional check flight (FCF) or operational check flight (OCF) sorties.

**The purpose of cadet training sorties is to introduce cadets to USAF flying operations and motivate cadets to consider a career as a rated aircrew member. As such, all normally—**permitted training events, to include touch and go landings, aerobatics, air combat maneuvering, air refueling, and low level training, are authorized. An IP must be at the controls during all critical phases of flight on cadet training sorties.

2. The term “navigator” includes all navigator specialties and is synonymous with the designation Combat Systems Officer (CSO). New UFT graduates are designated CSOs, but previously qualified individuals will continue to be identified as navigators.

**Basic Aircraft Qualification**—An aircrew member who has satisfactorily completed training prescribed to maintain the skills necessary to perform aircrew duties in the unit aircraft.

**Basic Mission Capable**—An aircrew member who has satisfactorily completed mission qualification training, is qualified in some aspect of the unit mission, but does not maintain MR/CMR status.

**Combat Mission Ready**—An aircrew member who has satisfactorily completed mission qualification training and maintains qualification and proficiency in the command or unit combat mission.

**Continuation Training**—The continuation training program provides crew members with the volume, frequency, and mix of training necessary to maintain proficiency in the assigned qualification level.

**Conversion Training**—Training conducted in association with a unit converting to a different MDS.

**Currency**—A measure of how frequently and/or recently a task is completed. Currency requirements should ensure the average aircrew member maintains a minimum level of proficiency in a given event.

**Difference Training**—Training provided to qualify members in a different series aircraft in the same MDS.

**Flying Training CONOPS**—The process that ties validated training requirements to the Air Force Programming, Planning, and Budgeting System.

**Formal Course**—A course of instruction listed in the Air Force Education and Training Course Announcement (ETCA).

**Initial Qualification Training**—Training needed to qualify aircrew for basic aircrew duties in an assigned crew position for a specific aircraft, without regard for the unit's operational mission.

**Mission Ready**—An aircrew member who has satisfactorily completed mission qualification training and maintains qualification and proficiency in the command or unit operational mission.

**Mission Qualification Training**—Training needed to qualify aircrew in an assigned crew position for a specific aircraft to perform the command or unit mission.

**Office of Primary Responsibility (OPR)**—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

**Proficiency**—A measure of how well a task is completed. An aircrew member is considered proficient when they can perform tasks at the minimum acceptable levels of speed, accuracy, and safety.

**Special Mission Training**—Training in any special skills necessary to carry out the unit's assigned missions that are not required by every crew member. Specialized training is normally accomplished after the crew member is assigned MR/CMR or BMC status, and is normally in addition to MR/CMR or BMC requirements. May be an additional certification or qualification event as determined by AFI 11-2MDS Vol 1 or 2.

**Training Command**—The MAJCOM assigned responsibility for formal school training in each MDS.

**Transition Course**—A formal course that qualifies an aircrew member in a similar type aircraft.

## Attachment 2

## STANDARD TRAINING EVENT IDENTIFIERS

**A2.1. Standard ARMS Training Event Identifiers.** Table A2.1 shows the training event identifiers to use for all Air Force personnel in ARMS.

**Table A2.1. Standard ARMS Training Event Identifiers (Note).**

Identifier	Description
AA01	Qualification Evaluation
AA02	Qualification Evaluation, Simulator
AA11	Instrument Evaluation
AA12	Instrument Evaluation, Simulator
AA21	Combined Qualification and Instrument Evaluation
AA22	Combined Qualification and Instrument Evaluation, Simulator
CC01	On Scene Commander Training
FF00	Total Flight Surgeon Sorties
FF01	Total Day Flight Surgeon Sorties
FF02	Total Night Sorties, Flight Surgeon
FF11	Primary Aircraft Day Flight Surgeon Sortie
FF12	Primary Aircraft Night Flight Surgeon Sortie
FF21	Non-Primary Aircraft Day Flight Surgeon Sortie
FF22	Non-Primary Aircraft Night Flight Surgeon Sortie
LL01	Aircrew Flight Equipment Familiarization Training
LL02	Emergency Egress Training -Ejection Seat
LL03	Emergency Egress Training -Non Ejection Seat
LL04	Aircrew Chemical Defense Training (ACDT)

LL05	Egress Training with ACDE
LL06	Aircrew Flight Equipment Training
PP12	Centrifuge Training
SS01	Local Area Survival
SS02	Combat Survival Training (CST)
SS03	Conduct After Capture (CAC)
SS04	Non-combat Survival Training (NCST)
SS05	Water Survival Training (WST)
SS06	Emergency Parachute Training Refresher
SS07	Contingency SERE Indoctrination (CSI)
SS08	Helicopter Emergency Egress Device
SS09	Emergency Parachute Training with ACDE
SS20	Level C, SERE Training (S-V80-A)
SS21	Wartime Level B, Video Products
SS22	Level C, SERE Training Top Off
SS23	Wartime Level B, USAFA Combat Survival Training
SS24	Governmental Detention Level C (S-V83-A)
SS25	Government Detention Level C (S-V91-A)
SS26	Governmental Detention Level B, Video Products
SS27	Hostage Survival Level C (S-V92-B, S-V93-A)
SS28	Hostage Survival Level B, Video Products
SS29	Peacetime Governmental and Hostage Detention Level C (S-V92-A, SERE 215, SERE 220, and SERE 225)
SS30	Underwater Egress Training (S-V84-A)

SS31	Water Survival Training, Parachuting (S-V86-A)
SS32	Water Survival Training, Non-Parachuting (S-V90-A)
SS33	Arctic Survival Training (S-V87-A)
SS34	Medical SERE Training (B3AZYBLMD-000)
SS35	Emergency Parachute Training (S-V80-B)
TT00	Total Overhead Sorties
TT01	Maintenance Attrition Overhead Sortie
TT02	Weather Attrition Overhead Sortie
TT03	Air Traffic Control Attrition Overhead Sortie
TT04	Airspace Attrition Overhead Sortie
TT05	Operations Attrition Overhead Sortie
TT06	Support Attrition Overhead Sortie
TT15	Other Required Training Accomplished (Attrition)
TT16	No Other Required Training Accomplished (Attrition)
TT20	Vol 1 Support Force Sustainment Overhead Sortie
TT21	Lookback/Currency Force Sustainment Overhead Sortie
TT22	Individual Upgrade Training Force Sustainment Overhead Sortie
TT23	Upgrade Support Force Sustainment Overhead Sortie
TT24	Remedial/Corrective Training Force Sustainment Overhead Sortie
TT30	Other Required Training Accomplished (Force Sustainment)
TT31	No Other Required Training Accomplished (Force Sustainment)
TT32	Commander Directed Force Sustainment Overhead Sortie
TT33	Commander Directed Support Force Sustainment Overhead Sortie

TT34	Regain Currency Force Sustainment Overhead Sortie
TT40	Functional Check Flight Force Support Overhead Sortie
TT41	Ferry Force Support Overhead Sortie
TT42	Non-Contingency Deploy Force Support Overhead Sortie
TT43	Air Show/Demonstration Force Support Overhead Sortie
TT44	Orientation/Incentive Force Support Overhead Sortie
TT45	Airborne Spare Force Support Overhead Sortie
TT46	Contingency Force Support Overhead Sortie
TT50	Other Required Training Accomplished (Force Support)
TT51	No Other Required Training Accomplished (Force Support)
TT99	Scheduled Mission Accomplished
VV01	Initial/Refresher Night Vision Goggle Training
<p><b>Note:</b> Duplicate double letters (AA through ZZ) identify Air Force specified training events. HQ USAF/A3O-ATF establishes and authorizes the use of Air Force duplicate double letter codes. Other letter and/or number combinations (such as AB) are authorized for events identified in other publications. Locally developed training task IDs will begin with the letter X. The HARM office or training profile manager will ensure the OG/CC approves locally developed task IDs.</p>	

**A2.2. Standard ARMS Training Program Codes.** [Table A2.2](#) shows the training program code identifiers to use for all aircrew training programs in ARMS.

**Table A2.2. Standard ARMS Training Program Codes.**

First Character	Second Character	Description
A	(Note)	Airlift
B	(Note)	Bomber
C	(Note)	C2ISR (Command and Control, Intelligence, Surveillance, and Reconnaissance)

F	(Note)	Fighter/Attack
G	T	Ground Training
H	(Note)	Helicopter
I	A	Intelligence (not assigned/attached to C2ISR units)
K	(Note)	Refueling (Tanker)
M	D	Flight Surgeon
N	(Note)	Space Aircraft
P	C	Combat Camera
P	J	Pararescue/Combat Rescue Officer
Q	(Note)	Remotely Piloted Aircraft
S	(Note)	Special Operations (other than helicopter)
T	(Note)	Training
U	E	Aeromedical Evacuation
<b>Note:</b> Program code second character code determined by designated MDS lead command MAJCOM.		



## ATTACHMENT 3

**HOURS-PER-CREWMEMBER-PER-MONTH (HCM) / SORTIES-PER-CREWMEMBER-PER-MONTH (SCM) REPORT**

**A3.1.** Units and/or MAJCOMs will capture HCM and SCM data on aircrew assigned to API-1, API-2, API-6, API-8, and API-9 positions. MAJCOMs will consolidate unit-level HCM and SCM data by weapon system and API category. All reports will be defined by Fiscal Year/Quarter and will be submitted in the following format (pilot example provided; use same columns for API-2 and API-9 positions):

**Table A3.1. Aircrew Reporting.**

<b>QTR</b>	<b>ACFT</b>	<b>POSITION</b>	<b>NUMBER</b>	<b>HOURS</b>	<b>HCM</b>	<b>SORTIES</b>	<b>SCM</b>
10/2	F-15C	API-1 EXP	50	3000	20.0	1545	10.3
		API-1 INEX	30	1620	18.0	855	9.5
	KC-135	API-1 EXP	50	4000	26.7	850	5.7
		API-1 INEX	60	4400	24.4	950	5.3

**A3.1.1. Aircrew Reporting:**

A3.1.1.1. Pilots: Average number of N-coded pilots assigned to the designated API during the quarter, broken out by Experienced and Inexperienced levels, IAW AFI 11-2MDS Vol 1. Do not include other coded pilots, such as retired, separated, PCS, TDY, inbound and new record. Only include pilots assigned and N-coded during the entire quarter. Report API-1 pilots only to HQ USAF/A3O-AT; retain data on other API pilot positions at MAJCOM, to be reported as requested by HQ USAF/A3O-AT.

A3.1.1.2. CSO/Navigator: Average number of N-coded CSOs/Navigators and related specialties (EWO/WSO) assigned to the designated API during the quarter. Report API-2 data.

A3.1.1.3. Air Battle Managers. Average number of ABMs assigned to the designated API during the quarter. Report API-9 data.

A3.1.2. Hours per Quarter: Total number of hours flown (to include Primary, Secondary, Instructor, Evaluator, and Other time) during the quarter for the designated API (N-coded only).

A3.1.3. HCM: Average numbers of hours flown per position per month. For the F-15C example above, 3000 hours flown divided by 50 pilots divided by the 3 months in the quarter equals 20 hours per crewmember per month.

A3.1.4. Sorties per Quarter: Total number of sorties flown during the quarter for the designated API (N-coded only).

A3.1.5. SCM: Average number of sorties flown per position per month. For the KC-135 example above, 850 sorties flown divided by 50 pilots divided by the three months in the quarter equals 5.7 sorties per crewmember per month.

A3.1.6. Reports will include explanatory remarks when actual HCM differs from programmed HCM (by MDS and API) by 10 percent or more.

A3.1.7. Reports are required from the following commands: ACC, AFGSC, AFRC, AFSOC, AMC, NGB, PACAF, USAFE. Reporting requirements may be revised as directed by HQ USAF.